

EXECUTIVE OFFICE OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

VIOLET VARONA-LUKENS
Executive Officer



August 20, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair
Supervisor Gloria Molina
Supervisor Zev Yaroslavsky
Supervisor Don Knabe
Supervisor Michael D. Antonovich

From: Violet Varona-Lukens
Executive Officer *rvl*

Subject: **Security Measures in the Executive Office**

As a result of several serious breaches of physical security in the Executive Office recently, I am compelled to take steps to ensure the safety of the staff of the department. In furtherance of your Board's order of September 25, 2001 directing all County employees to wear and display their County identification cards, I am asking for your support and the full cooperation of your staff in complying with the procedures described below.

Beginning next Monday, August 25, the Executive Office receptionist in Room 383 of the Kenneth Hahn Hall of Administration will require every visitor who is not wearing County identification to present County or other valid identification and to sign the Visitor Log at the front counter.

These requirements will apply to all visitors, including not only the public, but also Department Heads, Board Office staff and departmental employees who fail to wear the appropriate County identification when entering the Executive Office. For your safety, these measures will be in force at all times, including on Tuesday Board Meeting days.

Department and District Heads have been informed of the new requirements (see attached memo). For the time being, visitors who *are* wearing County identification will be permitted to proceed to the inner areas of the Executive Office, as usual.

Each Supervisor
August 20, 2003
Page 2

The Sheriff's Security Operations Unit is developing recommendations for additional measures designed to further enhance the safety and security of the staff and of our visitors, as well. These may include additional physical barriers to the inner areas of Room 383, and to other Executive Office work locations in the building.

Although I am aware that this may cause a minor inconvenience to County staff, especially on Tuesdays, I know that I can count on your support in successfully implementing these important steps. By copy of this memo, I am asking your Chief Deputies to disseminate this memo to members of your staff.

If you have any questions about access to the Executive Office and to the rear entrance to the Board Hearing Room, please call me or John McKibben at (213) 974-1405.

Attachment

c: BOS Chief Deputies
Chief Administrative Officer
County Counsel
Director, Department of Human Resources